



**CENTRAL INSTITUTE OF PLASTICS ENGINEERING &
TECHNOLOGY (CIPET): CENTRE FOR SKILLING AND
TECHNICAL SUPPORT**

AGARTALA

TENDER DOCUMENT

FOR

RENTED HOSTEL SERVICE

Tender No. : CIPET/AGT/RH/19-20/03 Dated 04-07-2019

Issued to

M/s.....

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CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY (CIPET)
CENTRE FOR SKILLING & TECHNICAL SUPPORT
Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers, Govt. of India,
Rubber Park Area, Bodhjungnagar, Sub-Division-Mohanpur
Agartala, Tripura (West)
Email: cipetvtcagartala@gmail.com

**DETAILED NOTICE INVITING TENDER FOR PROVIDING RENTED HOSTEL
SERVICE**

Sealed quotations are invited from the resourceful bidders in response to the advertisement published in the local newspaper “Syndan Patrika” & “Tripura Times” on 04-07-2019

Tenders documents can be collected from CIPET Agartala centre from **04-07-2019 to 12-07-2019 upto 2.00 pm** (except Sunday).

The sealed quotations should be submitted in the office of CIPET Agartala by **12-07-2019 by 05.00 PM.**

The sealed offer will be opened on **15-07-2019 at 03.00 PM** in the presence of the interested parties or their authorized persons.

CIPET Agartala reserves the right to accept or reject any or all offers without assigning any reason.

The details about scope, job specification and the terms and conditions as given in the Tender form which shall be part of the contract/agreement. The participants/ agencies are required to read and understand it properly before submission of the tender.

IMPORTANT INSTRUCTIONS

- 1) Read the tender documents carefully before filling.
- 2) Sign each page with seal.
- 3) PART 'A' should contain Technical bid, with all relevant signed documents as mentioned in Terms and Conditions (General).

Sealed cover with superscription **"TENDER FOR RENTED HOSTEL SERVICE" PART - A**

- 4) PART 'B' should contain only Commercial Bid.
Sealed the cover with superscription **"PRICE BID FOR RENTED HOSTEL SERVICE" PART 'B'.**
- 5) Put PART 'A' and PART 'B' in separate sealed covers and put both the sealed cover in one cover addressed to The Director & Head CIPET: CSTS Agartala, Rubber Park Area, Bodhjungnagar, Sub-Division - Mohanpur, Agartala, Tripura (West), PIN-799008 with superscription on the cover as **"TENDER FOR RENTED HOSTEL SERVICE"**, No. CIPET/AGT/RH/19-20/03 Dated **04-07-2019** and send it to us and it should reach on or before the last date.

CONTENTS OF TENDER DOCUMENT

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1. **SCOPE OF WORK :**

- i) Rented Hostel - Minimum 100 seats & Maximum 200 seats with cot & Electrical Fittings.
- ii) To Provide Safety & Security and Proper Housekeeping at Hostel premises and at rooms.

2. **JOB SPECIFICATIONS:**

- 1. Rented hostel well furnished with cot and maintain proper hygienic atmosphere in every time.
- 2. Security Services at Hostel at all times.
- 3. Housekeeping services at Hostel.

3. **TERMS AND CONDITIONS: (GENERAL)**

- 1. The tenderer should have valid PAN and GST No.
- 2. Only successful vendors will be required to deposit security money (by way of DD) for Rental services which is refundable after termination of the contract or completion of the order without any interest after deducting dues if any, to the Institute.
- 3. Security Money **Rs. 20,000/-** (Twenty Thousand Only) by way of DD in favour of **“CIPET AGARTALA VTC” Payable at Agartala.**
- 4. The tender document is non-transferable.
- 5. Tender covers consist of Part A & Part B:

Part- A

- a) Technical bid
- b) Tender Documents

Part-B

- a) Price Bid
- b) Estimated Price offered by CIPET Agartala is given in the Price Bid section.

6. SUBMISSION OF TENDER:

The tender should be submitted under “**Two Cover System**”, the first cover is termed as Part ‘A’ with Tender documents, profile of the tenderer with superscription on the cover as **“TECHNICAL BID FOR RENTED HOSTEL SERVICE” PART ‘A’** and the second cover is termed as Part ‘B’, sealed with **“COMMERCIAL BID FOR RENTED HOSTEL SERVICE” PART ‘B’**. Both covers should be placed in a bigger cover with superscription **“TENDER FOR RENTED HOSTEL SERVICE”**, addressed to **The DIRECTOR & HEAD, CIPET: CSTS AGARTALA, Rubber Park Area, Bodhjunnagar, Sub-division-Mohanpur, Agartala, Tripura (West)** and submitted on or before the last date. (i.e **12-07-2019 upto 05:00 pm**)

7. Quoted price should be inclusive of all taxes and duties.
8. The offer should be valid for a period of at least One (01) year from the date of the tender opening.
9. The Contract will be for a period of One (01) year, which could be extended further, on mutual consent of either party for such further period which CIPET deems fit.
10. CIPET: CSTS Agartala, reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director & Head, CIPET: CSTS Agartala shall be final and binding.
11. All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
12. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
13. The Tenders will be opened at **3.00 PM on 15-07-2019** at the CIPET: CSTS Agartala, Bodhjunnagar. **Representatives of the tenderers are requested to be present at the time of opening of Tender.**
14. The Contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency’s failure to fulfill such statutory obligations.

15. Where counter terms and conditions have been offered by the Contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
16. If the Contractor fails to carry out the work as per the terms and conditions agreed upon, he is liable for forfeiture of Security Deposit in additions to penalty.
17. The workers are not employees of the Institute and shall not have any claim whatsoever on the Institute and shall not act detrimental to the interest of the Institute.
18. All statutory liability/obligation/deduction should be fulfilled by the contractor as per the existing law of land.
19. It is the liability of the contractor to deal with accidents if any occurring to their workmen during the course of operation. CIPET will have no responsibility and no compensation will be paid.
20. Alcoholic consumption, smoking etc. during duty hours and/or while on duty is strictly prohibited inside the hostel. In case of misbehavior by any employee of contractor with trainees/staff of CIPET is found, they should be replaced soon.
21. **The Institute reserves the right to terminate the contract on one-month notice, if the performance is not satisfactory.** The Contractor can also terminate the contract by giving one-month notice and clearing all the dues to the Institute, if he is not willing to continue the contract.
22. Successful Contractor shall execute an agreement.
23. The Tender should be complete in all respects.
24. Contractor should provide drinking water, first Aid, Fire Safety and water service 24 hours in the hostel and all other amenities.

5. TERMS AND CONDITIONS AS PART OF AGREEMENT:

- a. **Disputes:** All disputes that may arise shall be referred to the Director & Head, CIPET: CSTS Agartala, whose decision shall be final.
- b. **Insurance to Employees:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at their own cost.
- c. **The duration of the Contract:** The duration of this contract is for a period of **One (01) year**, which may be extended further based on requirement & mutual consent and subject to satisfactory performance of the contract.
- d. **Payment Terms:** The payment will be made monthly on submission of bill. The bill should be submitted of succeeding month and payment will be made within 10 – 15 working days by cheque from the date of receipt of the bill. TDS as per Income Tax Laws & GST Laws will be deducted.
- e. **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute on account of any negligence, carelessness, acts of omissions/commissions of contractors, his employees or staff and the same shall be made good by the contractor. It shall be made very clear that the employees/staff engaged by the contractor shall not be treated or considered as employees of the CIPET under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- f. **Security Deposit:** The contractor has to deposit a Security Deposit of **Rs. 20,000/- (Rupees Twenty Thousand Only)** by drawing a demand draft from the Nationalized Bank in favour of the **CIPET AGARTALA VTC, payable at Agartala, Tripura** within 30 days of the issue of order.

If the contractor fails to carry out the entrusted Contract Services and related miscellaneous works within the stipulated time and as per the Scope of work and Job Specification. CIPET reserves the right to impose Penalty as specified in the Penalty Clause and has the right of get the work done through some one else.

The security deposit furnished by the contractor will not carry any interest and will be refunded:

- a) On completion of Contract Service entrusted to the contractor satisfactorily. If the work is not satisfactory he is liable for that and the Security Deposit amount will be forfeited.
- b) The Security Deposit made by the Contractor to be released only after producing the proof of successful compliance of the work and proof of releasing all statutory payment etc.
- c) If the Service Provider has already submitted the Security deposit to CIPET in respect of any other Tender, then the same may be adjusted with the Security Deposit of this tender, provided that old security deposit can be released and proper request letter is submitted by the Service provider.

The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.

The contractor shall be responsible for the discipline of his workers.

The Institute call for special services beyond normal working hours on special occasions, without any additional payments.

- g. Agreement:** An agreement will be required to be executed on non judicial stamp paper value of Rs. 100/- for a period of One (01) year, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period after completion of One (01) year, the agreement may be renewed accordingly.
- h.** The Institute reserves the right to terminate the Contract Services and related security, housekeeping work contract within 01 months notice before its expiry, if the performance is not as per our Job Specification. The contractor can also terminate the contract by giving 01 months notice and clearing all the dues towards Institute, if he is not willing to continue the contract.
- i.** The Contractor shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

The rate quoted by the Contractor shall include all the component of taxes / levy as applicable to service contract, if any.

- k. Eligibility: Eligible service provider will be selected on the basis of lowest rate quoted in the tender. In case both the party has quoted same rates or tie position, in that case management (CIPET: CSTS AGARTALA AUTHORITY) should take decision for finalization of the tender on the basis of financial credential.
- L. On all matters pertaining to this service order, the decision of the director & Head of CIPET: CSTS Agartala shall be final and binding.

6. OTHER CONDITIONS

- a. All records shall be maintained by the Contractor as a part of record of day-to-day work done, they shall be daily authenticated by the Hostel Warden designated for the work. They shall bring the basic documents for preparation of bills on monthly basis.

7. PENALTY CLAUSE

- 1. Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded.
- 2. Penalty shall be up to Rs.1000.00 per day, per fault/unsatisfactory work.

Note: Put in PART 'A'

Technical Bid

PART 'A'

TENDER FOR RENTED HOSTEL SERVICE

1. Name of the Firm\Organization/owner :
2. Address :
3. Telephone No./Mobile No. & Name of the Contact Person :
4. Fax No. :
5. Email ID :
6. Month and Year of establishment :
7. Name of proprietor\partners\directors :
08. Details of PAN No. and copy :
09. Bank Details (Bank Name, No, & Address) :
10. GST No. :
11. Any other details :

Letter of submission of Tender for providing Rented Hostel Service

From:*

To
The Director & Head,
CIPET: CSTS-Agartala
Rubber Park Area,
Bodhjungle,
Sub-division - Mohanpur, Agartala
Tripura (West)

Sir,

Having examined the tender document related to providing Rented Hostel Services at CIPET: CSTS Agartala, terms and Conditions of the tender, scope of the work and Job specification, I/We hereby submit our offer/ rates for the services.

I/We will submit the Security Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) and sign the agreement in favour of **CIPET AGARTALA VTC** within 30 days of the issue of order if selected. On non submission of the security deposit WITHIN 30 DAYS you may cancel the order.

Signature of the Authorized person
of the contractor & seal with date

Note: Put in PART 'B'

Price Bid

Sl No.	Description	Estimated Rate Offered by CIPET Agartala	Rate quoted by the bidder	Remarks
1	Rented hostel (per head per month with cot)	Rs.700/ per head per month		Min. 100 seats & Max. 200 seats
2	Security charges per head per month	Rs. 4,000/- per month per head		02 no. (One at day shift & one at night shift)
3	Housekeeping charges	Rs. 4,000/- per month for one Sweeper.		01 No. (Including Housekeeping material)
4	Electricity charges	As per actual and rate of slab as fixed by the State Govt.		As per actual meter reading consumption

Date:

Signature of the Authorized person
of the contractor & seal